

**RULES  
OF  
THE TENNESSEE BOARD OF REGENTS  
STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**INSTITUTIONAL STUDENT HOUSING RULES**

**CHAPTER 0240-4-3  
THE UNIVERSITY OF MEMPHIS  
STUDENT HOUSING RULES**

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**0240-4-3-.01 ELIGIBILITY.** Students enrolled at the University of Memphis are not required to live in the residence halls. To be eligible for occupancy, an applicant must be accepted as a student at the University, and enrolled for a minimum of six (6) undergraduate or three (3) graduate semester hours by the close of the registration period for which housing is requested. Six (6) and three (3) semester hours are required respectively for summer sessions. Permission for part-time students with fewer hours to live in the residence halls must be requested in writing at the time of filing the application or reservation request form. Such applicants should not assume that their requests have been approved until written acknowledgment is received. An applicant may apply with Residence Life prior to acceptance by the University. A student who ceases to attend classes for any reason is required to withdraw from the University and must vacate the residence halls within twenty-four (24) hours as a condition of withdrawal. All students shall have an equal opportunity to reside in student residence facilities regardless of race, sex, marital status, creed, color, national origin, or handicap; however, separate housing may be provided on the basis of sex.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed February 28, 2000; effective June 28, 2000.

**0240-4-3-.02 RESIDENCE HALL CONDUCT AND DISCIPLINARY SANCTIONS.**

- (1) All residents are governed by federal, state and local laws, and University standards of behavior outlined in this publication and The University of Memphis Handbook for Students. Individual misconduct which is subject to disciplinary sanctions includes, but is not limited to, the following:
  - (a) Keeping pets other than fish which can be contained in an aquarium having a capacity no greater than twenty (20) gallons. One (1) aquarium per student is permitted. Aquariums may not be left in the halls during semester breaks.
  - (b) Storage, possession or detonation of firearms (including B-B and pellet guns), weapons, ammunition, or explosives of any kind. No one, including students employed by guard or security services, may keep on his/ her person or in his/her room any of these items. Contact the Campus Security Office to arrange storage.
  - (c) Gambling.

(Rule 0240-4-3-.02, continued)

- (d) Residence Hall Suspension and Forfeiture. A resident suspended from the residence halls may not reside, visit, or make any use whatsoever of a residence hall facility or participate in any residence hall activity during the period which the sanction is in effect. The period of suspension may include any time period and/or weekends or holiday periods where the residence halls remain open. A suspended resident will be required to forfeit residence hall fees (including any unused portion thereof). A suspended resident must vacate the hall with-in forty-eight (48) hours. Residence hall suspension will remain a part of the student's disciplinary record.
- (e) Using a heat-producing cooking appliance in a residence hall room other than a microwave, a coffee maker with an enclosed heating element or a hot-air popcorn maker is not permitted (electric skillets, crockpots, etc. are not to be used in student rooms).
- (f) Installing radio or television antennas outside of student rooms.
- (g) Tampering with locks, propping open locked doors, tampering with fire alarm mechanisms or fire extinguishers. Such actions could result in dismissal from the hall and possible legal action.
- (h) Dropping or throwing objects from windows or hanging objects in or from windows.
- (i) Subletting your room or, at any time, permitting an unauthorized guest in your room.
- (j) The use of the residence hall for business purposes.
- (k) Possession or use of an air conditioner, electric fans are permitted.
- (l) Possessing or using any device which produces an open flame or noxious odor, including candles, incense, potpourri or kerosene lamps, or smoking substances that produce substantial odors.
- (m) Using a halogen lamp or other heat-producing device in your room.
- (n) Disturbing other residents by rowdy, boisterous, or disorderly behavior.
- (o) Using any sound producing equipment at such volume or in any manner that is disturbs other residents, whether during Quiet Hours established by the hall or at any other time. Sound from such equipment must not be audible outside the resident's room. Abuse may result in confiscation.
- (p) Smoking is prohibited in all residence hall and apartment/townhouse facilities including rooms, common areas, elevators, offices, and mechanical rooms.
- (q) Using or tampering with any door equipped with an alarm mechanism after the mechanism has been engaged except in an emergency, or use of any marked emergency exit at any time other than an emergency.
- (r) Ignoring a fire alarm or failing to evacuate the residence hall premises during a sounding of the fire alarm; University disciplinary action will also be taken.
- (s) Misusing the hall bulletin boards. The bulletin boards are reserved for student and staff use only.
- (t) Property damage to any resident hall facility or equipment/furnishings.

(Rule 0240-4-3-.02, continued)

- (u) Violation of any visitation regulation or posted visitation rule of any residence hall.
  - (v) Engaging in disorderly conduct in any residence hall facility; residents are also responsible for the conduct of their guest(s) in the residence hall.
  - (w) Any conduct which is a violation of a general rule or regulation found in the Handbook for Students. The disciplinary offenses contained in the Code of Student Conduct are incorporated herein by reference.
  - (x) If, at any time, a staff member (Resident Advisor, Area Coordinator, Assistant Area Coordinator, Desk Worker, etc.) in the course of his/her duty requests that a student comply with University and/or residence hall regulations and the student refuses, it is considered a confrontation and may result in suspension from the residence halls.
- (2) Upon determination that a violation has occurred of any regulation, the following disciplinary sanctions may be imposed, either singly or in combination by the appropriate University officials:
- (a) Restitution. A student who has committed an offense against property may be required to reimburse the University, or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. Students in dormitory or residence hall units may be assessed on a pro rata basis for damages in corridors, bathrooms, lounges, and other common areas within or around a facility, either by floor or area or by the entire facility, following a hearing before the designated officials or body of the institution.
  - (b) Warning. The appropriate University official, including residence hall staff members, may notify the student in writing that continuation or repetition of specified conduct may be cause for other disciplinary action.
  - (c) Residence Hall Probation. A resident placed on residence hall probation is deemed not to be in good standing with the residence hall community, and his/her continued residence is conditioned upon adherence to the rules, regulations, and provisions of this code and the Housing Contract. Any resident placed on probation will be notified of the terms and length of the probation. Any conduct in violation of the probation of a similar or more serious nature will result in suspension from the residence halls. Residence hall probation will remain a part of the student's disciplinary record for the time of probation.
  - (d) Residence Hall Suspension and Forfeiture. A resident suspended from the residence halls may not reside, visit, or make any use whatsoever of a residence hall facility or participate in any residence hall activity during the period for which the sanction is in effect. A suspended resident must vacate the hall within forty-eight (48) hours. Residence hall suspension will remain a part of the student's disciplinary record.
  - (e) Students residing in University residence halls or other University housing are expected to abide by the rules and regulations contained in the Handbook for Students and Residence Hall Information Brochure. Infraction of such rules, or interference with the right of others to a peaceful and enjoyable living environment may also subject a student to disciplinary sanctions contained in the Code of Student Conduct found in the Handbook for Students as incorporated herein by reference.
  - (f) Violation of any regulation is considered breach of contract (which may result in dismissal from the residence hall).

(Rule 0240-4-3-.02, continued)

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed May 13, 1991; effective August 28, 1991. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed January 16, 2007; effective May 31, 2007.

### 0240-4-3-.03 RESIDENT RESPONSIBILITIES.

- (1) The following rules are set to preserve the condition of the halls, rooms and their contents, and are the resident's responsibility. Any violations of these rules causing damage to University property will result in appropriate charges to the resident(s) involved.
  - (a) Window screens, window guards, and/or blinds are not to be removed.
  - (b) Water furniture, weight lifting equipment, and any vehicles having internal combustion engines cannot be permitted in the residence halls.
  - (c) Bicycles may be stored in racks located outside the building or in the resident's room with the approval of the roommate. They may not be stored in stairwells and/or access ways.
  - (d) Furnishings or other possessions which would require the displacement or removal of University property cannot be permitted. (No storage is available for either these or personal items in the residence halls.)
  - (e) Public-area furnishings or equipment removed or taken to a resident's room, or other location, constitutes theft of University property.
  - (f) Residents are individually responsible for any room damage or alteration and missing or damaged equipment.
  - (g) Residents of a hall are jointly responsible for the care, cleanliness and protection of the common areas of the building. Floor, hall or area charges may be made when there is justifiable cause as determined by the Director of Residence Life.
  - (h) Residents shall not use any device which shall leave a permanent mark when attaching objects to the wall or ceilings (e.g., nails, screws, staples, thumb tacks, double sided tape, etc.).
  - (i) The loss of a resident's room key must be reported to the Assistant Area Coordinator or Resident Director. The lock will be changed and the student will be charged for re-keying the room.
  - (j) Residents must cooperate and comply with the direction of University officials acting in the performance of their duties; this includes Resident Advisors, Desk-workers, Resident Directors and Professional Staff.
  - (k) Use of sports equipment (racket, golf club/ball, football, Frisbee, etc.) inside the residence hall which could cause damage to either residents or property.
  - (l) Residents may not add additional telephone equipment or remove or alter the existing telephone equipment that is provided in the residence hall room.
  - (m) Residents are responsible for information disseminated at floor meetings, whether they choose to attend or not.

(Rule 0240-4-3-.03, continued)

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed May 13, 1991; effective August 28, 1991. Amendment filed January 16, 2007; effective May 31, 2007.

#### **0240-4-3-.04 VISITATION POLICY.**

- (1) At the beginning of each academic year there will be a general meeting for each hall's residents, at which time they may select the days and hours for residence hall visitation. Two-thirds of each hall's residence must participate for the selection of the visitation hours to be valid. Failure to provide two-thirds vote will result in going to the maximum visitation allowed by policy.
- (2) Options range from no visitation to a maximum of twelve (12) hours Sunday through Thursday (not to begin before 12:00 noon and not to end later than 12:00 a.m.) and fourteen (14) hours on Friday and Saturday (not to begin before noon and ending no later than 2:00 a.m.). All visitation programs are operated under the supervision and advice of the Residence Life staff and will conform with each hall's quiet hours policy.
- (3) Every visitation option will meet the following criteria:
  - (a) Exact information relative to the first day of visitation for the semester will be posted in each building.
  - (b) A desk sign-in and sign-out procedure is required in all halls with the exception of Carpenter Complex. Residents will use their hall or area lobby desks as check-in points and residents having guests must show identification cards at their check-in point. Unauthorized guests may result in a charge and rent assessed to the resident's account equal to the stay of the guest.
  - (c) Residents will accompany their guests to and from check-in points. Unaccompanied guests and unauthorized persons are permitted only in public areas of residence halls, e.g., lobbies, recreation areas, meeting rooms, etc. Members of the opposite sex found elsewhere in a residence hall or Carpenter Complex unaccompanied by a resident of the building will be considered trespassers. Student trespassers may be subject to action by the University and/or civil authorities.
  - (d) A maximum of five (5) guests per room or apartment or townhouse at any one time is permitted.
  - (e) Residents and their guests will wear clothing suitable for classroom attire while guests are present in their rooms or apartment unit.
  - (f) Room checks may be made at any time during a visitation period.
  - (g) Visiting hours in public areas in residence halls extend from 8:00 a.m. to the close of the visitation period. Women's halls will be secured at the time of closing. The following areas are considered public: first floor lobbies of Mynders, Rawls, Smith, West, Richardson Towers North and South; and the Carpenter Complex Community Building.
  - (h) A parent of the opposite sex is permitted to visit a student's room at times other than visitation periods provided that the students on the floor are notified and permission is granted by a residence hall staff member. Room visitation by persons of the opposite sex in conjunction with check-in and check-out must be approved by a member of the residence hall staff.

(Rule 0240-4-3-.04, continued)

- (i) Residents and their visitors are subject to the limitations of the visitation options selected by their residence hall or Carpenter Complex. This encompasses posted rules of the residence hall including, but not limited to, starting and ending times, dates, and days of visitation.
- (j) Overnight guests of the same sex are permitted for a maximum of three (3) nights per semester with roommate's approval and must be registered with the appropriate Assistant Area Coordinator. A bed must be available for guests. Disciplinary sanctions will be imposed upon residents who fail to register their guests.
- (k) Residents are responsible for the conduct of their guests at all times. Disorderly conduct or misbehavior by any resident or guest in any housing facility will be subject to disciplinary action. Residents must abide by and are subject to visitation policies and procedures which govern other Residence Life facilities.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed April 30, 1987; effective July 29, 1987. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed January 16, 2007; effective May 31, 2007. Amendment filed September 20, 2007; effective January 28, 2008.

#### **0240-4-3-.05 CONTRACT TERM AND CONDITIONS.**

- (1) Fall assignments/contracts are for the full academic year (fall and spring semesters). There will be no penalty if written cancellation is received prior to the published deadline for any specific contract period. Release from the spring semester portion of the contract must be requested in writing by the date specified in the cancellation and refund policy of the Residence Life and Dining Services Brochure.
- (2) The period of occupancy for each term in which the rental payment covers, with the exception of the extended contract is as follows:
  - (a) Fall Semester: From the official opening day and hour of the residence halls and through twenty-four (24) hours following the resident's final examination, or if applicable 3:00 p.m. on the day of commencement exercises or according to the terms of an extended contract. Fall assignment/contracts are for the full academic year. Release from the spring semester portion of the contract must be in writing by the date specified in the "Cancellation and Deposit Refund Policy" of the Residence Life and Dining Services Information Brochure.
  - (b) Spring Semester: From the official opening day and hour of the residence halls and through twenty-four (24 ) hours following the resident's final examination or, if applicable, 3:00 p.m. on the day of commencement exercises or according to the terms of an extended contract. All residence halls will be closed during the week designated by the University as Spring Break. Notifications of the Saturday closing and the Sunday reopening hours will be posted on the official bulletin board in each residence hall with the exception of Carpenter Complex and Richardson Towers.
  - (c) Summer Sessions: From the official opening date and hour of the residence halls or the official opening date and hour of check-in for the specific summer term(s) for which housing is requested and extending through twenty-four (24) hours following the resident's final examination or, if applicable, 3:00 p.m. on the day of commencement exercises or according to the terms of an extended contract.

(Rule 0240-4-3-.05, continued)

- (d) **Extended Contract:** From the official opening day and hour of the extended contract facilities through the official closing date designated by the Department of Residence Life and Dining Services following the resident's final examination for the Spring semester. Notification of the closing date will be included on the extended contract and posted on the official bulletin boards. The housing accommodations will remain open during the times designated as Semester and Spring Breaks.
- (3) Eligibility to remain in residence halls until 3:00 p.m. on the day of commencement exercises is based upon a resident's participation in that graduation program or other requirement of the University which must be certified in writing by the resident's department chairman or faculty advisor.
- (4) When vacating at the end of any term, the resident must surrender the room key to appropriate hall staff.
- (5) There are no facilities for storage of students' personal belongings outside the residents' room during the contract term. Storage is also unavailable for residents' personal belongings between contract terms.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed January 16, 2007; effective May 31, 2007.

#### **0240-4-3-.06 RESERVATIONS (DEPOSIT, CANCELLATION AND REFUND POLICIES).**

- (1) **Application Procedures.**
  - (a) A student must read and understand the Residence Hall Information Brochure or web page and submit the application for housing to the Bursar's Office. Once the Department of Residence Life and Dining Services makes an assignment, the student will be notified in writing. The student then must submit a nonrefundable prepayment of two hundred dollars (\$200.00) for the fall semester rent. The prepayment must be received within two (2) weeks of assignment notification or prior to move-in (whichever is first). Failure to make the prepayment may result in the cancellation of the housing assignment. Payment may be made at the Bursar's Office, by mail to the Bursar's Office, P.O. Box 1000, Department 313, University of Memphis, Memphis TN 38148-0313, or on the Web at [www.memphis.edu/cashnet](http://www.memphis.edu/cashnet).
  - (b) The prepayment is non-refundable. If the student fails to check in or cancels the contract prior to move in, no refund will be made. Once the student checks into the residence hall and is issued a key, the student is responsible for rent as determined in the Rent and Rent Refund Policies section of the Information Brochure.
- (2) **Refund Policy**
  - (a) Fall rental prepayments will be refunded if: (1) the institution is notified in writing by July 1, (2) the student is prevented from entering the University because of medical reasons confirmed in writing by a licensed physician, (3) residence hall space is not available, (4) if the applicant has not been assigned a room at the time the written cancellation is received by the Department of Residence Life and Dining Services, or (5) the student is denied admittance to the University. Full refund will be made in the case of death. Fall residents wishing to petition for release from their contract for the Spring semester must do so in writing by November 1. Spring semester cancellation deadline is November 1. Following November 1, current students are responsible for a

(Rule 0240-4-3-.06, continued)

prepayment fee of \$200 to be made prior to checking in for the Spring semester. Summer semester cancellation deadline is May 1. Following May 1, current students who applied for summer semester housing will be responsible for a prepayment fee of \$200 to be made prior to checking in for the summer semester. Fall semester cancellation deadline is July 1. Following July 1, current students who applied for Fall semester will be responsible for a rental prepayment of \$200. No refunds will be made, other than for the above conditions. All cancellations must be made in writing and submitted by the specified deadline to the Department of Residence Life and Dining Services, 011 Richardson Towers, Memphis, Tennessee 38152.

(3) Rent.

- (a) Rental payments are due in full prior to check-in. Rent may be paid in advance at the Bursar's Office, or by mailing it to The Bursar's Office, P.O. Box 1000, Dept. 313, Memphis, Tennessee 38148, or may be paid online at [bf.memphis.edu/ebursar/](http://bf.memphis.edu/ebursar/). Check and money orders must be made payable to The University of Memphis.
- (b) If rent is to be paid by an agency or a University department, authorization for such payment must be received by the Bursar's Office prior to the recipient's occupancy of his room assignment or payment must be made in full or an installment plan must be completed by the resident.
- (c) The University shall offer an optional payment plan under which a prorated amount of the rental for student dormitory or residence hall units shall be payable monthly in advance during the term. The monthly payment plan shall include the following provisions:
  - 1. Requirement that all federal or state financial aid granted to a student electing the monthly payment plan first be applied to the dormitory or residence hall rental for the full term and to maintenance fees or tuition, board and other assessed fees before any amount is distributed to the student;
  - 2. Assessment of a monthly service charge and a late payment charge established from time to time by the Board of Regents;
- (d) The listing of a rental rate for housing other than in a properly executed lease agreement is not binding as a contractual term. The rental rate to be collected is that which is designated by the Tennessee Board of Regents. Fees are subject to change without notice.

(4) Refund of Residence Hall Rent.

- (a) Refunds of residence hall rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence halls.
  - 1. Because of personal medical reasons confirmed in writing by a licensed physician; or
  - 2. At the request of the institution for other than disciplinary reasons pursuant to Board of Regents Rule 0240-2 6.02 (9) (a) and (9) (d). Full refund will be made in the case of death.
- (b) For reasons other than the above stated, except disciplinary reasons, the following procedures shall apply:



(Rule 0240-4-3-.06, continued)

1. Seventy-five (75) percent of fees will be refunded for withdrawal from the residence hall for a period of fourteen (14) calendar days beginning with and including the first official day of classes.
2. Twenty-five (25) percent of fees will be refunded following expiration of the seventy-five (75) percent period, for a period of time extending twenty-five (25) percent of the time period covered by the term.

(c) No refund will be made to a student dismissed or suspended for disciplinary reasons.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed August 11, 2004; effective December 29, 2004. Amendment filed January 16, 2007; effective May 31, 2007.

#### **0240-4-3-.07 MISCELLANEOUS.**

(1) Room Change/Consolidation.

- (a) Shortly after the beginning of each term a time is designated by the University for room changes. Where a resident and his/her chosen roommate were not assigned together, or the resident meets someone with whom he/she prefers to share a room, it may be possible to make assignment adjustments during the room change period. Room changes after the official change period may be permitted, but only in unusual circumstances. If a student moves to a room or building which rents for more than the current room or building, the resident will be required to pay additional rent before the room change paperwork is completed. This also applies to consolidation. Residents participating in unauthorized moves will be required to return to their original assignments.
- (b) Room changes after the official room change period may be permitted only in unusual circumstances. Residents participating in unauthorized moves will be required to return to their original assignments. Sole occupants of double rooms after room change who do not wish to declare their rooms single and pay the difference in rent, if given the opportunity, will be required to consolidate. Consolidation assignments will be made by the Department of Residence Life and Dining Services. Residents who are required to move to a new room or who will be having a roommate move into their room will be notified in writing when to meet with their assistant area coordinator to complete the necessary paperwork. Failure to adhere to the consolidation assignment may result in being billed for a single room.

(2) Checking In and Out.

- (a) Residents claim and vacate their housing accommodations according to directions issued by the Office of Residence Life at check-in, each resident is issued a key and an inventory form. It is the resident's responsibility to conscientiously examine the contents of the housing unit. The condition of the facility and the absence or presence of its furnishings should be noted on the inventory form. The signed inventory form is to be returned to the resident advisor, assistant area coordinator, or resident director on the day of check-in.
- (b) The resident should consider the completion and return of the inventory sheet as a protective measure. No resident will be held responsible for conditions, damages, or shortages which existed prior to the time he/she assumed occupancy, provided these items are noted on the inventory sheet at the time of check-in. Failure to return the

(Rule 0240-4-3-.07, continued)

completed form as indicated above may result in a resident being charged for room deficiencies which occurred prior to check-in.

- (c) Failure to complete the checkout procedure will result in a fifteen dollar (\$15) improper checkout charge. Failure to personally surrender your room key to the appropriate staff member may result in any additional charge for rekeying the room. Residents will also be charged a reasonable cleaning fee when rooms are left excessively dirty after checkout.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed April 30, 1987; effective July 29, 1987. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed January 16, 2007, effective May 31, 2007.

#### **0240-4-3-.08 SPECIAL REGULATIONS APPLICABLE TO STUDENT FAMILY HOUSING.**

(1) Eligibility.

- (a) To be eligible for Graduate and Student Family Housing, an individual must meet the following requirements at the time of occupancy:
  - 1. Be accepted as a student at the University of Memphis, and enrolled for a minimum of six (6) undergraduate, or three (3) graduate semester hours of credit at the University of Memphis by the close of the registration period for which housing is requested.
  - 2. Graduate students registered only for thesis or dissertation credit must submit a written request to the Associate Dean of Students for Residence Life and Dining Services for permission to reside in Graduate and Student Family Housing. A maximum residency of two (2) years may be granted in such situations.
  - 3. A graduate assistant employed by The University of Memphis must register for a minimum of three (3) credit hours.
  - 4. The applicant for all two (2) bedroom units must be married, must be living with their spouse during the period of occupancy or a divorced, widowed or single student who is a head of household and living with their dependent child or children. Applicants for all one (1) bedroom units may either be the same as stated for two (2) bedroom units or single Graduate Students or Law Students. All single applicants must live alone and not have roommates or other occupants. (See guest policy.)
  - 5. The maximum number of family members allowed to reside in units is as follows:
    - (i) 2 Bedroom Units -- No more than two (2) adults and two (2) children
    - (ii) 1 Bedroom Units -- No more than two (2) adults and one (1) child or one (1) adult and two (2) children.
- (b) An apartment may be occupied only by members of the student's immediate family which includes, spouse and/or their children. Any change in family status must be reported to the Assistant Area Coordinator for Graduate and Student Family Housing within five (5) days of the occurrence. This includes, but is not limited to, divorce, separation, or any other situation creating ineligibility. Requests for exceptions may be made in writing to the Associate Dean of Students for Residence Life and Dining Services and will be made on an as available basis with no qualified students on the

(Rule 0240-4-3-.08, continued)

waiting list. An apartment may only be occupied by members of the student's immediate family, which includes spouse and/or their dependent children. Other relatives are not permitted to live with the family as regular residents.

- (c) Guests are permitted, but their stay must be limited to a reasonably short visit.
  - (d) Residents of Graduate and Student Family Housing during the spring term are eligible to retain their apartment during the summer term without registering for summer school, providing:
    - 1. The resident will register as a full-time student the following fall semester; and
    - 2. The resident submits a written request for summer occupancy to the Assistant Area Coordinator of Graduate and Student Family Housing by April 15 preceding the summer term.
  - (e) An applicant requesting occupancy beginning in the summer term must register for a minimum of three (3) credit hours per summer term.
  - (f) Students failing to meet any eligibility requirement at any point during the lease period will be required to vacate their apartment.
- (2) Resident Hall Conduct and Disciplinary Sanctions.
- (a) All residents are governed by federal, state and local laws, and University standards of behavior outlined in the lease, The University of Memphis Handbook for Graduate and Student Family Housing and The University of Memphis Handbook.
  - (b) Individual misconduct which is subject to disciplinary sanctions including loss of housing eligibility includes, but is not limited to the following:
    - 1. Storage possession or detonation of flammable substances such as ammunition, fireworks, kerosene and other explosives or of firearms in apartments or common areas;
    - 2. Subletting your apartment or at any time, permitting an unauthorized guest in your apartment;
    - 3. Keeping pets other than fish which can be contained in an aquarium having a capacity no greater than twenty (20) gallons. One (1) aquarium per resident is permitted;
    - 4. The possession or consumption of alcoholic beverages or illegal drugs on University-controlled property;
    - 5. Tampering with locks, fire alarm mechanisms or fire extinguishers;
    - 6. Disturbing other residents by rowdy, boisterous, loud or other disorderly behavior. This includes, but is not limited to, the operations of radios, stereos, televisions, etc. and the use of apartments for the practice of musical instruments which is strictly prohibited;
    - 7. Property damage to any housing facility or equipment/furnishings. This includes, but is not limited to, the installation of ceiling fans or alteration of existing light fixtures or the planting or digging of the patio area;

(Rule 0240-4-3-.08, continued)

8. Allowing guests to behave in a disorderly manner. (Residents are responsible for the conduct of their guests at all times;
  9. The use of apartment for business purposes;
  10. Any conduct which is a violation of a general rule or regulation found in the Handbook for Students. The disciplinary offenses contained in the Code of Student Conduct are incorporated herein by reference;
- (c) Upon determination that a violation of any regulations has occurred, the following disciplinary sanctions may be imposed, either singly or in combination by the appropriate University officials.
1. Restitution. A student who has committed an offense against property may be required to reimburse the University or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. Students may be assessed on a pro-rata basis for damages in common areas within or around a facility following a hearing before the designated officials or body of the institution.
  2. Warning. The appropriate University official may notify the student in writing that continuation or repetition of specified conduct may be cause for other disciplinary action.
  3. Probation. A resident placed on probation is deemed not to be in good standing with the housing community, and his/her continued residence is conditioned upon adherence to the rules, regulations, and provisions of this code and the Housing Contract. Any resident placed on probation will be notified of the terms and length of the probation. Any conduct in violation of the probation of a similar or more serious nature will result in suspension from the housing. Residence probation will remain a part of the student's disciplinary record.
  4. Suspension and Forfeiture. A resident suspended for housing may not reside, visit, or make any use whatsoever of housing facilities during the period for which the sanction is in effect. A suspended resident will be required to forfeit residence fees (including any unused portion thereof). A suspended resident must vacate the residence within forty-eight (48) hours. Suspension will remain a part of the student's disciplinary record.
  5. Student Handbook Sanctions. Students residing in University housing are expected to abide by the rules and regulations contained in the Handbook for Students and Graduate and Student Family Housing Information Brochure. Infractions of such rules, or interference with the rights of others to a peaceful and enjoyable living environment may also subject a student to disciplinary sanctions contained in the Code of Student Conduct found in the Handbook for Students as incorporated herein by reference.
  6. Dismissal. Violation of any regulation is considered a breach of contract which may result in dismissal from the residence hall.
  7. Any other method of sanction.
- (3) Resident Responsibilities.
- (a) Utilities. Upon assignment the tenant should contact an authorized MLG & W service center to arrange for service. The resident will be billed monthly by MLG & W for

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electrical and/or gas usage. Water services are provided by the University. The effective date for utility service should not be later than the proposed move-in date. Tenants may not occupy an apartment unit prior to completion of arranging for utility service. It is the responsibility of the tenant to notify MLG & W to discontinue service upon vacating the apartment.

- (b) Telephone. The University of Memphis has its own local telephone service provider. Telephone instruments are not provided. To place an off-campus call, you must dial "9" and then the telephone number. Direct dial long distance service is not provided at Graduate and Student Family Housing. In order to make a long distance call, you must contact either (1) a long distance carrier of your choice and arrange for a long distance access card, or (2) the Department of Telecommunications, 678-2999 and arrange to purchase long distance service from The University of Memphis.
- (c) Keys. Two (2) keys will be issued to each family at check-in. Duplicate keys are not to be obtained off campus. In the event additional keys are necessary or a key is lost, resulting in replacement of key or lock, a work request should be submitted to the manager and the tenant will be assessed for additional key(s), or lock replacement.
- (d) Mail. Before mail delivery can begin, the United States Postal Service requires that mail boxes be labeled with the residents' name. Residents are responsible for this. If assistance is needed, contact the resident manager of the Graduate and Student Family Housing Office for assistance. Upon terminating occupancy, the student should file a change of address form with the Post Office and also leave a forwarding address with the assistant area coordinator of Graduate and Student Family Housing.
- (e) Pest Control. All residents are expected to cooperate in pest control treatment services on a regular basis. The assistant area coordinator for Graduate and Student Family Housing will provide further information upon request to resident.
- (f) Residents are responsible for disposing of trash in the dumpsters located throughout Graduate and Student Family Housing. Residents must not allow garbage to remain in their apartments or on the patio for long periods of time.
- (g) All residences are responsible for keeping all common areas clear and comfortable.
- (h) Residents must abide by all Swimming Pool Regulations and will be responsible for the conduct of their guest(s) and children while using the pool.
- (i) Residents are responsible for the actions of their children within their apartment and in the common housing areas such as the playground. Residents must supervise their children to assure that they comply with all safety regulations. The University will not be responsible for accidents occurring on playground equipment.
- (j) Because the University does not assume any liability for loss, damage or theft to any personal property, residents should take appropriate actions to insure themselves against personal loss or injury.
- (k) Residents and their guests must abide by all University of Memphis Traffic and Parking Regulations.
- (l) Residents are responsible for damages resulting from the misuse of residence appliances.
- (m) Residents are responsible for knowledge of and abiding by all the terms and conditions of their lease.

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- (n) Residents are responsible for the patio area adjacent to their apartment. Each tenant is allowed to plant their patios with flowers, gardens or small shrubs so long as upon vacating, patios are returned to their move-in condition.
  - (o) Residents are responsible for the cleanliness of the lawn area with maintenance personnel being responsible for maintaining the lawns.
  - (p) Residents are responsible for maintaining the smoke detector in good working condition. In the event of a malfunction, the resident should report the problem to the Graduate and Student Family Housing staff.
- (4) Application and Assignment Procedures.
  - (a) To apply for Graduate and Student Family Housing, an application must be submitted to the Department of Residence Life and Dining Services. Once an assignment has been made, payment of first and last month's rent is due prior to move in or ten (10) working days (whichever is first). A refund of the last month's rent will be granted upon written request submitted prior to the date an assignment is made. The first month's rent is non-refundable.
  - (b) Assignments are made according to the waiting list. Applicants are notified of their assignment by telephone or letter. Applications will remain on file until such time an assignment is made or written cancellation is received. Failure to keep the Department of Residence Life and Dining Services notified of all changes in address and telephone numbers could result in the loss of the applicant's place on the waiting list and subsequent voiding of the application.
  - (c) Requests for transfers from an assigned one-bedroom apartment must be submitted in writing to the Assistant Area Coordinator of Student Family Housing. These requests will be considered when family size necessitates such a move. Upon transfer the student must pay the difference in rent prior to completing the move.
  - (d) Once a lease has been signed the form is to be presented to the Bursar's office with payment of the first month's rent.
  - (e) A receipt for rent and a proof of marriage should be presented to the resident manager before keys will be issued.
  - (f) At check-in, the assistant area coordinator and the resident will make a joint inspection and inventory.
- (5) Contract Term and Conditions.
  - (a) Students are required to sign a ten (10) month housing contract for the academic year (fall and spring semesters). The student may be released from the contract for the spring semester if written notification is provided to the Department of Residence Life and Dining Services prior to November 1 with no penalty. November 1 through January 2, the student is responsible for the last month's rent. If the student remains in housing on the first day of class, the student is responsible for the remainder of the contract (spring semester) rent. A separate contract will be made for the summer semester. Students wishing to remain in housing during the summer session will be required to enter into a summer term contract. Release from the spring semester portion of the contract must be requested in writing by the above-specified date. Release from the contract will be made by the University or upon written request from the student if: (1) the student is prevented from entering the University because of

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medical reasons confirmed in writing by a licensed physician, (2) the student is denied full admittance to the University, (3) first and last month's payment is not received in the appropriate time frame. Full refund will be made in the case of death. No refund will be made other than for the above conditions.

- (b) Each lease must be signed by the student and the Associate Dean of Students for Residence Life and Dining Services or his/her designee.
  - (c) To terminate the lease, the resident must submit a written notice to the resident manager at least 30 days prior to the date of termination. Any tenant giving less than the required termination notice will be held responsible for 30 days rent from the date of notification is received by the resident manager. Residents must vacate the apartment no later than the date specified on the vacancy notice. Check-out information will be provided upon receipt of the vacancy notice.
- (6) Late Fee/Non-Payment of Rent/Vacating Notices
- (a) Graduate and Student Family Housing Rent Collection Procedure.
    - 1. As stated in the lease, rent is for a semester and, with the exception of financial aid, is payable in ten (10) equal payments in advance on the first day of each month. If the rent remains unpaid after the tenth (10th) day of the month, a late payment fee of twenty-five dollars (\$25.00) will be added to the unpaid balance. Excessive problems with rental payments may result in the semester rent being payable at the beginning of the semester or in eviction.
    - 2. If the student fails to pay the past due rent and continues to carry outstanding debt, at the end of the next thirty day cycle, they will be notified that eviction proceedings will be initiated if the entire debt is not paid within thirty (30) days.
    - 3. If the debt is continued to be carried at the end of sixty (60) days from original notification, the resident will be notified of the University's intent to initiate eviction proceedings.
  - (b) Vacating Notices. Vacancy forms will be sent to all residents that have a past due rent balance with the University at step two. These vacancy packets include all information needed to vacate the apartment in an appropriate time frame with the Graduate and Student Family Housing staff making appropriate follow-ups to ensure date of vacancy is established and the apartment is inspected upon vacating.
- (7) Miscellaneous.
- (a) Upon termination of the lease for whatever reason, the resident agrees to remove immediately all furniture belonging to and/or other personal property from the premises.
  - (b) A specific appointment must be scheduled with the Assistant Area Coordinator for the purpose of checking out. At check-out time, the resident and Assistant Area Coordinator will make joint inspection of the apartment. Upon vacating, the apartment must be left in satisfactory condition for the next resident. Any expense required to return the apartment to satisfactory condition beyond normal wear and tear may be deducted from the deposit. Any additional expenses will be billed to the resident. University records and access to register for a future term at the University are held when residents neglect to pay damage charges for which they may be billed.
  - (c) Keys must be turned over to the resident manager at the time of check-out.

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- (d) Any change in family status must be reported to the resident manager within five (5) days of the occurrence. This includes, but is not limited to, divorce, separation or any other situation creating ineligibility.
- (e) Residents denied admission or readmission to the University are required to vacate their apartments not more than ten (10) days after notice by the University.
- (f) Residents who withdraw from the University during a term are required to vacate not more than ten (10) days after withdrawal.
- (g) The University will provide maintenance for the building and facilities. Requests for maintenance of a routine nature are to be submitted to the Graduate and Student Family Housing office on maintenance request forms which may be obtained in the Community Building. In the event of emergency maintenance, the Assistant Area Coordinator should be contacted. If he/she cannot be reached, or if after office hours, the Police Services at 678-HELP should be contacted. All emergency calls should be reported to the Assistant Area Coordinator as soon as possible after the call is made.
- (h) Because door to door solicitation is not allowed on the premises of Graduate and Student Family Housing, the residents are requested to notify the Assistant Area Coordinator, the Department of Residence Life and Dining Services or Police Services immediately of any violations of this prohibition. Normal delivery services for laundry, milk, newspapers, etc., are not affected by this policy.
- (i) Residents may not store boats, trailers or other such vehicles on the South campus. Residents owning such items must arrange for their storage or parking outside University property.
- (j) Clotheslines are permitted on the patio area adjacent to each apartment as long as the do not exceed the height of the fence, block access to or from the apartment or restrict access to University equipment such as the air conditioner.
- (k) There is available to the residents a bulletin board in the recreation room of the Community Center for posting information about matters of interest. Only signs and placards approved by the Assistant Area Coordinator may be posted.
- (l) An area in the Community Building is available for resident use. Residents must request and get approval by the resident manager for the use of these facilities forty-eight (48) hours prior to the activity.
- (m) Cable television is available in Graduate and Student Family Housing apartments. Satellite television is prohibited.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed January 31, 1986; effective April 15, 1986. Amendment filed April 30, 1987; effective July 29, 1987. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed August 11, 2004; effective December 29, 2004. Amendment ruled January 16, 2007; effective May 31, 2007.